

INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: February 14, 2008

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: INDIANA BUSINESS COLLEGE – MEDICAL DIVISION & TERRE HAUTE
NEW DEGREE APPLICATIONS**

Staff Recommendation

The commission staff recommends that Indiana Business College – Medical Division and Terre Haute be granted the authority to award the Associate of Applied Science degree in the following programs:

Medical Division: AAS – Therapeutic and Clinical Massage

**Terre Haute: AAS – Criminal Justice
BS – Criminal Justice**

Background Information

Brown Mackie College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools.

The associate of applied science degree programs consist of 96 quarter-credit hours of training; a minimum of 75% of the courses are in the Specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

The bachelor of science degree program consists of 84 quarter-credit hours and the faculty member holds a master's degree.

Supportive Documentation

1. Degree Applications
2. Instructor Qualification Record forms

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College – Medical Division

Name of Program Therapeutic and Clinical Massage

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4721 **Application Type**

Date the Form was Prepared January 23, 2007 ☒ **New** ☐ **Renewal**

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with an understanding of the body and its functions, and teaches relevant massage techniques and therapeutic skills. These include, but are not limited to, specialized massage such as sports massage, therapeutic massage, neuromuscular therapy, and kinesiology. Skills for client-therapist relations, communication, and promotion complete this well-rounded degree that prepares the student for entry into massage career opportunities and to pursue national certification.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Therapeutic and Clinical Massage

TOTAL COURSE HOURS: 96 Check one: **Quarter Hours** ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 21 Months TUITION: \$25,375

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS1000	Therapeutic and Clinical Massage	4
BUS2600	Career Development	2
CPU2000	Computers and Office Automation	4
EXT2940	Massage Practicum	4
KEY1010	Keyboarding I	2
LEG1020	Medical Law and Ethics	4
MAA1150	Clinical I	4
MAS1250	Introduction to Therapeutic Massage	4
MAS1300	Kinesiology	4
MAS1330	Massage Assessment	4
MAS1350	Clinical Massage	4
MAS1450	Integrated Massage	4
MAS2100	Sports Massage	4
MAS2150	Therapeutic Massage	4
MAS2200	Massage Techniques	4
MED1010	Medical Terminology	4
MED1160	Massage Pharmacology	4
PHY1020	Anatomy and Physiology I	4
PHY1030	Anatomy and Physiology II	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
PHY1160	Massage Pathophysiology	4
PSY1050	Strategies for Success	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
PSY1060	Psychology	4
SPC1010	Presentation Skills	4
	General Education Elective	4

Number of Credit/Clock Hrs. in Specialty: 80 / Percentage: 83%
Number of Credit/Clock Hrs. in General Courses: 16 / Percentage: 17%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is in the building at 8150 Brookville Road. It is open to the students from 7:30am to 10:00pm Monday thru Thursday, 7:30am to 12:00 noon on Friday's.

2. Number of volumes of professional material:

Management 13	General Education Reference 137
Psychology 10	Medical Reference 37
Medical 172	Laboratory and Clinical 19

3. Number of professional periodicals subscribed to:

Eleven

4. Other library facilities in close geographical proximity for student access:

We have access to internet based libraries. The newest additional library has access to 76,729 indexed resources, 57,036 full text resources, and 36,882 image resources. The closest traditional library is 25 minutes from the school.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

Indiana Business College – Medical Division

IV. **FACULTY:** Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 19 Full-time: 17 Part-time: 2

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Barnard, Linda	Masters	36	4 Months	36		X
Boswell, Lisa	A.A.S		2		X	
Branson, Stephanie	AS	9	4		X	
Brennan, Maureen	B.A.	12	4	10	X	
Davoust, Dan	B.A.	22	1.5		X	
Frapwell, John	BS	20	5		X	
Hopson, Rebecca	Diploma – Clinical Massage Therapy	4	4 Months		X	
Horner, Ben	B.A.	5	1		X	
Johnson, Cleve	MA		1.5	13 yrs (military)	X	
McRae, Althea	BS		2			X
Murry, Carolyn	B.S.	12	1	1	X	
Potter, Shannon	A.A.S.	3	1.5	1	X	
Robertson, Linda	Diploma-RN	18	7		X	
Rogers, Deborah	Diploma- Medical	11	5	4	X	

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Selby, Jennifer	A.A.S.	8	1		X	
Simmons, Shawna	Diploma-MRT	6	6		X	
Streeval, Rita	Certificate- Allied Health	5	6		X	
Thompson, Marsha	Certificate- Massage Therapy	8	4		X	
Weathers, Jennifer	A.S	5	1.5		X	

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College – Terre Haute

Name of Program Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4721 **Application Type**

Date the Form was Prepared January 24, 2007 ☒ **New** ☐ **Renewal**

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with a broad spectrum of coursework in corrections, law enforcement, courts, and investigation. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sector. Upon successful completion of the program, graduates can pursue entry-level positions with local or state law enforcement agencies, the federal government, insurance companies, correctional facilities, and private security services.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL COURSE HOURS: 96 Check one: **Quarter Hours** ☒
 Semester Hours ☐
 Clock Hours ☐

LENGTH OF PROGRAM: 21 Months TUITION: \$24,430

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS2600	Career Development	2
CJ1000	Introduction to Criminal Justice	4
CJ1100	Introduction to Corrections	4
CJ1210	Juvenile Justice	4
CJ1300	Criminology	4
CJ1500	Introduction to Law Enforcement	4
CJ2220	Criminal Investigations	4
CJ2250	Criminal Justice Ethics	4
CJ2350	Introduction to Criminal Courts	4
CJ2400	Criminal Law and Procedure	4
CJ2450	Cybercrime	4
CJ2500	Criminal Justice Forensics	4
CPU2000	Computers and Office Automation	4
CPU2120	Word Processing	4
KEY1010	Keyboarding I	2
LEG1010	Business Law	4
MAT1050	Business Math	4
MGT2000	Management	4
MGT2150	Group Dynamics	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
PSY1050	Strategies for Success	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
COM2060	Composition II	4
PSY1060	Psychology	4
SOC1010	Introduction to Sociology	4
SPC1010	Presentation Skills	4

Number of Credit/Clock Hrs. in Specialty: 76 / Percentage: 80%
Number of Credit/Clock Hrs. in General Courses: 20 / Percentage: 20%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location --The campus library is conveniently located near the front office on the north side of the building.

Hours of student access --The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

An individual has been hired to oversee the library resources at the Terre Haute campus. Rebecca Coleman holds M.S. and B.S. degrees in Business Education. She has 36 years experience as a teacher and 4 years as a librarian. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage;
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 200 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for

additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Criminal Justice program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 10 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

Indiana Business College – Terre Haute – AAS – Criminal Justice

IV. **FACULTY:** Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 5 Full-time: 3 Part-time: 2

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bottomley, Sara	M.B.A.	18	5	0	X	
Coleman, Rebecca	MS	20	16	4	X	
Myers, Margaret	M.B.A.	7	<1	2		X
McGuire, Karen	MBA	39	14	10	X	
Watson, Theresa	MED	9	5	4		X

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College – Terre Haute

Name of Program Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4721 **Application Type**

Date the Form was Prepared January 24, 2007 ☒ **New** ☐ **Renewal**

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The mission of this program is to provide students with a systems perspective of the criminal justice system, including enforcement, courts, and corrections. The program is designed to produce graduates who are able to utilize their systems perspective of all relevant aspects of the criminal justice system to create appropriate professional decision making at levels of criminal justice. Upon successful completion of the program, graduates can pursue entry-level positions with local and regional law enforcement, correctional agencies, and other criminal justice organizations with eventual advancement to state and federal positions in all aspects of criminal justice. The major competencies of the criminal justice bachelor degree graduate include knowledge of the criminal justice system and the law, the theoretical causes of criminality, the methods of criminal justice policy research, as well as aspects of professionalism and ethics for criminal justice practitioners. This program has been developed as a completion program for students who have graduated from an accredited associate degree program in Criminal Justice or a related area, or who have earned college credit equivalent to such a degree. Additional coursework may be required in order to meet the prerequisite requirements of the courses included in the Criminal Justice Bachelor's Degree program.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL COURSE HOURS: 84 Check one: **Quarter Hours** ☒
Semester Hours ☐
Clock Hours ☐

LENGTH OF PROGRAM: 21 Months TUITION: \$24,430

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>CJ2050</u>	<u>Legal Research and Writing</u>	<u>4</u>
<u>CJ3000</u>	<u>Criminal Justice Policy Research Methods</u>	<u>4</u>
<u>CJ3100</u>	<u>History of Criminal Justice</u>	<u>4</u>
<u>CJ3300</u>	<u>Interview and Interrogation Techniques</u>	<u>4</u>
<u>CJ3500</u>	<u>Drugs, Alcohol and Crime</u>	<u>4</u>
<u>CJ4010</u>	<u>Homeland Security and Terrorism</u>	<u>4</u>
<u>CJ4100</u>	<u>Community Policing</u>	<u>4</u>
<u>CJ4200</u>	<u>Probation and Parole</u>	<u>4</u>
<u>CJ4300</u>	<u>Courts and Social Policy</u>	<u>4</u>
<u>CJ4500</u>	<u>Advanced Criminal Justice Forensics</u>	<u>4</u>
<u>INT4100 OR CJ4900</u>	<u>Criminal Justice Internship OR Comparative Criminal Justice Systems</u>	<u>4</u>
<u>MAT3400</u>	<u>Criminal Justice Applied Statistics</u>	<u>4</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>CHM3050</u>	<u>Chemistry</u>	<u>4</u>
<u>COM3150</u>	<u>Advanced Composition</u>	<u>4</u>
<u>HUM3050</u>	<u>Introduction to Humanities</u>	<u>4</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MAT2950	Introductory Algebra	4
MAT3010	College Algebra	4
POL3100	American Government	4
PSY3000	Critical Thinking and Problem Solving	4
SCI3050	Environmental Science	4
SOC3250	Introduction to Ethnic Studies	4

Number of Credit/Clock Hrs. in Specialty: 48 / _____ Percentage: 58%
Number of Credit/Clock Hrs. in General Courses: 36 / _____ Percentage: 42%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location --The campus library is conveniently located near the front office on the north side of the building.

Hours of student access --The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

An individual has been hired to oversee the library resources at the Terre Haute campus. Rebecca Coleman holds M.S. and B.S. degrees in Business Education. She has 36 years experience as a teacher and 4 years as a librarian. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage;
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 200 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for

additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Criminal Justice program in addition to all other programs currently approved. Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 10 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

Indiana Business College – Terre Haute – BS – Criminal Justice

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 5 Full-time: 8 Part-time: 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bottomley, Sara	M.B.A.	18	5	0	X	
Coleman, Rebecca	MS	20	16	4	X	
Myers, Margaret	M.B.A.	7	<1	2		X
McGuire, Karen	MBA	39	14	10	X	
Watson, Theresa	MEd	9	5	4		X

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Boswell	Lisa	M
	(Last)	(First)	(Middle)

Names of Courses Taught:	
---------------------------------	--

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Indianapolis	Medical Assisting	4/98	12/99
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Southwest Health Center	Indianapolis, IN	Medical Assisting, Vitals, blood draws, charting	10/02	3/06
Indianapolis Endocrinology	Indianapolis, IN	Medical Assisting, Vitals, finger sticks, scheduling	1/00	10/02
Indiana Business College	Indianapolis, In	Instructor	9/05	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Branson	Stephanie	Ann
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Medical Campus

PHY102 Anatomy & Physiology I
PHY103 Anatomy & Physiology II
MAA115 Clinical I
MED114 Pharmacology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Professional Careers Institute	Indianapolis, In	Medical Assisting	1997	1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
McPike Medical Management	Indianapolis, IN	Back office Medical Assistant	1998	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Terre Haute

- KEY101, Keyboarding I; KEY102, Keyboarding II; KEY 201, Keyboarding III; KEY 202, Machine
Transcription; COM102, Communication I; COM103, Communication II; COM204,
Communication III; SPC101, Presentation Skills; and BUS230, Business Office Procedures.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	Masters in Bus. Education	1970	1972
Indiana State University	Terre Haute, IN	Bachelor in Bus. Education	1966	1970
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instruction	1991	Present
North Vermillion School Corp.	Cayuga, IN	Teacher	1973	1974
Greater Consolidated Jasper Schools	Jasper, IN	Teacher	1970	1972

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Johnson Cleve A
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

Communication I, Communication II

Public Speaking, Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Indianapolis	Indianapolis, IN	Master of Arts-English	8/03	5/06
Martin University	Indianapolis, IN	BA-Religious Studies	9/97	1/02
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
National City Bank	Indianapolis, IN	Conversion Trainer	1/87	2/98
Bank One OPS Center	Indianapolis, IN	OJT Trainer	1990	1991

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College – Terre Haute

CPU200, Computers and Office Automation; CPU212, Word Processing; CPU220, Spreadsheets; CPU230, Database; and CPU250, Software Integration

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion, IN	Business	1993	1994
St. Mary-of-the-Woods College	St. Mary-of-the-Woods, IN	Business	1986	1992
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Computer Instruction	1993	Present
St. Mary-of-the-Woods College	Terre Haute, IN	Director of Computer Info.	1984	1993
Indiana State University	Terre Haute, IN	Payroll Coordinator	1976	1984

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Terre Haute

Names of Courses Taught:

COM090, Fundamentals of Communication; COM105, Communication I, COM206, Communication II; KEY101, Keyboarding I; SPC101, Presentation Skills; MGT200, Management; LEG101, Business Law; BUS200, Fundamentals of e-Business.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	Business	2001	2004
Vincennes University	Vincennes, IN	Paralegal	1998	1999
Oakland City University	Oakland City, IN	Social Studies/Edu	1994	1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instruction	2006	Present
Signal Capital Management	Terre Haute, IN	Portfolio Management	2000	Present
Indiana State University	Terre Haute, IN	Instruction	2004	Present
Fine and Hatfield	Vincennes, IN	Legal document prep	2000	2002

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Medical Terminology, Pathophysiology, Anatomy & Physiology I & II, Clinical I, Pharmacology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Miami Valley of Hospital School of Nursing	Dayton, OH	Nursing	1966	1969
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Community Phys. for Women	Indianapolis, IN	RN Back Office	1/91	1/06
School System for Ft. Leonard Wood	Leonard Wood, MO	School Nurse	1972	1973
St. Luke Hospital	Ft. Thomas, KY	Staff Nurse	1971	1972
Central Baptist Hospital	Lexington, KY	Charge Nurse	1970	1971

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Clinical I & II, Pathophysiology, Pharmacology, Medical Terminology, Laboratory Procedures

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Professional Careers Institute	Indianapolis, In	Medcial Assisting	1984	1984
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Frank Lloyd, JR. MD	Indianapolis	Medical Assistant	2000	Present
Debra Carter-Miller	Indianapolis	Medical Assistant	1990	2000
Midwest Career College	Indianapolis	MA Instructor	1992	1992
Professional Careers Institute	Indianapolis	MA Instructor	1989	1991

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Simmons Shawna M
(Last) (First) (Middle)

Names of Courses Taught:

Medical Billing and Health Claims Examination

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Indianapolis	Medical Records Technology	1996	1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
MMG	Indianapolis, In	Front Desk, chart work, Coding	1999	2001
Orthopedic Of Indy	indianapolis, In	Updating chart info, use ICD-9	1999	1999

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Streeval	Rita	M
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College

Anatomy & Physiology I & II, Medical Terminology, Medical Law and Ethics

Customer Service, Medical Office Administration, Strategies for Success, Medical Records

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Aristotle Medical College	Indianapolis IN	Medical AHA	1986	1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
EDS	Indianapolis, In	Customer Service	1993	2001
IU Medical Center	indianapolis, In	Cash App. Spec./Rad. Sec.	1987	1993
Aristotle Medical Center	Indianapolis IN	AHA Instructor	1990	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College – Terre Haute

CPU200, Computer and Office Automation; CPU212, Word Processing; CPU220, Spreadsheet;
CPU230, Database; CPU250, Software Integration; KEY101, Keyboarding I, KEY102,
Keyboarding II, KEY201, Keyboarding III; KEY202, Machine Transcription; and KEY203,
Medical Machine Transcription

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	Elem. Education	1994	1999
Purdue University	W. Lafayette, IN	Elem. Education	1988	1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instruction	2001	Present
Anderson's Medical Products	Terre Haute, IN	Collections	1997	2002
Vigo County School Corporation	Terre Haute, IN	Remediation Teacher	2001	2001
St. Patrick School	Terre Haute, IN	Middle School Teacher	1997	2000

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
National College of Business Technology	Louisville, KY	Medical Assisting	8/98	2/00
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Professional Careers Institute	Indianapolis, IN	Medical Instructor	7/02	7/03
Virginia Career Institute	Virginia Beach, VA	Medical Instructor	8/05	6/06N